

Date	Agency	2005 Expiring Warrants Process Schedule
4/2/05	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 1/1/04 and 6/30/04
4/4/05	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i> to agencies so that they may begin to contact the payees and cancel or reissue these warrants
4/5/05- 5/6/05	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i> ; Verify that they are valid payments; Contact payees; Cancel or reissue valid payments where possible
5/7/05	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 1/1/04 and 6/30/04
5/9/05	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i> to agencies.
5/10/05- 5/27/05	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i> ; Verify that they are valid payments; Contact payees; Cancel or reissue valid payments where possible.
5/28/05	COFRS	Load COFRS <i>EXPW Table</i> with all warrants remaining on EAP18R <i>Warrants Expiration Detail Notification Report</i>
5/28/05	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 1/1/04 and 06/30/04.
5/31/05	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i>
6/17/05	AGENCIES	Deadline for SCO to receive agency requests to cancel or reissue expiring warrants from the EAP18R report for processing prior to the expired warrant purge.
5/31/05 - 6/24/05	AGENCIES	Record the federal portion of the payment amounts on the COFRS <i>EXPW or EXP2 Table</i> where necessary
6/25/05	COFRS	Run EAP16R Final Expired Warrant List. Run EAP17 <i>Warrants Expiration Summary Report</i> and distribute to agencies. Purge Expired Warrants from COFRS WREH and WREL Tables.
6/27/05	SCO	Distribute EAP16R <i>Final Expired Warrants Expiration Detail Report</i> to Agencies
06/29/05	COFRS	Create screen prints for SCO of JAs that Transfer Monies to Unclaimed Property.
7/05/05	COFRS	Create <i>Expired Warrants to Unclaimed Property</i> Report in Financial Data Warehouse and Email to Joyce Miller
10/1/05	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 7/1/04 and 12/31/04
10/3/05	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i> to the agencies so that they may begin to contact the payees and cancel or reissue these warrants
10/4/05- 10/28/05	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i> ; Verify that they are valid payments; Contact payees; Cancel or reissue valid payments where possible
10/29/05	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 07/01/04 and 12/31/04
10/31/05	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i> to agencies
11/1/05 12/2/05	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i> ; Verify that they are valid payments; Contact payees; Cancel or reissue valid payments where possible
12/3/05	COFRS	Load COFRS <i>EXPW Table</i> with all warrants remaining on EAP18R <i>Warrants Expiration Detail Notification Report</i>
12/3/05	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 07/01/03 AND 12/31/03
12/5/05	SCO	Distribute EAP18R <i>Warrants Expiration Detail Notification Report</i>
12/16/05	AGENCIES	Deadline for SCO to receive agency requests to cancel or reissue aged warrants from the EAP18R report for processing prior to the expired warrant purge.
12/6/05 - 12/23/05	AGENCIES	Record the federal portion of the payment amounts on the COFRS <i>EXPW or EXP2 Table</i> where necessary.
12/24/05	COFRS	Run EAP16R Final Expired Warrant List. Run EAP17 <i>Warrants Expiration Summary Report</i> and distribute to agencies. Purge Expired Warrants from COFRS WREH and WREL Tables.
12/27/05	SCO	Distribute EAP16R <i>Final Expired Warrants Expiration Detail Report</i> to Agencies
1/3/06	COFRS	Create screen prints for SCO of COFRS JA Transactions that Transfer Monies to Unclaimed Property.
1/05/06	COFRS	Create <i>Expired Warrants to Unclaimed Property</i> Report in Financial Data Warehouse and Email to Joyce Miller